

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p style="text-align: center;">-Amendment dated 22 Feb 16-</p> <p style="text-align: center;">1. Extended closing date from 24 Feb 16 to 6 Apr 16 (24 Feb 16 will be “1st Cut-off” date as indicated). 2. Added 2nd Cut-off date: 16 Mar 16.</p>		広報番号： Announcement No.	NEX-639-16(A)
		募集締切日： Closing Date	6 Apr 16 1st Cut-off: 24 Feb 16 2nd Cut-off: 16 Mar 16
		発行日： Date of Issue	4 Feb 16
1.職種名 Job title (等級 Grade <u>3</u> / 語学等級 LD <u>1</u>) <h3 style="text-align: center;">Sales Checker, #241</h3> <p style="text-align: center;">(セールス・チェッカー)</p> <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment <h2 style="text-align: center;">1 名</h2>	4.募集範囲 Area of Consideration I. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity II. <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance III. <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide IV. <input checked="" type="checkbox"/> 外部 Off Base Applicant * Those who previously applied for NEX-639-16 need not to reapply.
2.部隊 Activity Navy Exchange, Yokosuka Retail Division, NEX Depot 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka			
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: 5 days/week 勤務時間 Work Hours: 0800-1645/1230-2115 休憩 Recess Period: 45 min/day <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
5.雇用の種類 Type of Employment <input type="checkbox"/> MLC <input checked="" type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (____ ヵ月 Months)			
6.職務内容 Duties Checks purchases of customers for price, indicates the section from which purchased, totals purchases on register, receives cash from customer and makes change. Receives a cash fund for the register and turns in an equal amount plus all monies received during the day. Totals sales on tape and checks against cash on hand. Assists in the restocking of shelves and in the periodic inventories. Operates ordinary vehicle or truck of 3 ton Gross Vehicle Weight to pick up/deliver merchandise from warehouse to US ships and stores for urgent requirement. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification/Physical Requirements a. Must have GOJ ordinary vehicle driver's license (A/T limited is acceptable). b. One year of general work experience, OR completion of 2-year junior college/2-year of technical school or 4-year degree in any field. c. Knowledge of customer service concepts and practices. d. Skill in operating automated software such as SIM, COES, Discoverer, and etc. e. Skill in operating personal computer applications such as MS Excel and Word. f. Skill in operating ordinary vehicle or truck up to 3 ton GVW. g. Ability to communicate effectively and courteously with all levels of personnel. h. Ability to operate a cash register, count cash and accurately make change. i. Ability to make mathematical computations and operate a 10 key calculator. j. Ability to speak, read, and write English at elementary proficiency level. (LD-1) * Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input checked="" type="checkbox"/> 英語で English</p> <p><input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives”</p> <p><input checked="" type="checkbox"/> 日本政府発行の普通自動車運転免許証（A/T 限定可） Copy of GOJ ordinary vehicle driver’s license (A/T only is acceptable)</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant’s Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy</p>		Works on weekends/holidays and irregular schedule if needed.
9. 応募書類提出先 Office to Submit <p>内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.</p> <p>（注意）上記項目４番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>１．内部応募者（現 MLC/IHA 従業員）提出先(米海軍横須賀基地日本人雇用課(HRO))：</p> <p>Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):</p> <p>〒238-0001 〒238-0001</p> <p>神奈川県横須賀市泊町 1 番地 1 Banchi Tomari-cho, Yokosuka</p> <p>PSC 473 BOX 22 CNRJ HRO N132 PSC 473 BOX 22 CNRJ HRO N132</p> <p>内線/Extension 243-8152</p> </div> <div style="width: 35%; font-style: italic;"> <p>米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前〇六〇〇時より、午後〇六〇〇時までこの箱への応募書類の提出が可能です。 Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <p>２．外部応募者（非従業員）提出先：</p> <p>〒238-0011</p> <p>神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階</p> <p>(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)</p> <p>管理第一係</p> <p>電話番号 Phone 046-828-6959</p> <p>受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.</p> </div> <div style="width: 35%;"> <p>Off Base Applicants must submit to:</p> <p>〒238-0011</p> <p>Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka</p> <p>Yokosuka Branch of LMO/IAA</p> <p>Management #1 Section</p> </div> </div>		
10. 事務処理欄 For Official Use		
募集部隊担当 Activity POC: NEX Personnel		軍電 (DSN): 243-5149
PD No.: NEX-NEXDPT-006	PD is accurate and current. Certified by Activity: mk	HRO: (rcvd: 1/29) js 2/2 jo 2/2 (2/22) js 2/22

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。Submitted applications will not be returned.

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記 : 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。